

8 October 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-9

SUBJECT : Travel and Transportation Expenses for Appointees

REFERENCES : (a) Title 5, U. S. Code 5723
(b) FPM 571-A-1/8

RESCISSIONS: OPM 22-100-2 dated 2 February 1960
OPM 22-6-1 dated 12 April 1962

1. Reference (a) authorizes the reimbursement for travel expenses to individuals being appointed to the positions listed in Reference (b). Exceptions may be made with the concurrence of the Director of Personnel and approval of the Deputy Director for Support.

2. Reimbursement to appointees as designated in Reference (c) is for travel to Washington, D. C. from the appointee's place of residence. Reimbursement to disqualified appointees is for travel to and from Washington, D. C. and the place of residence. In either case, reimbursement will be governed as to amount and allowable items by Standardized Government Travel Regulations. Also in either case, reimbursement constitutes additional compensation (chargeable as object class 01) and is taxable as such.

3. Recruitment Officers and Professional Selection Officers are responsible for briefing candidates being considered for employment in positions for which travel and transportation expenses may be authorized. In doing so, they must caution each candidate against performing travel prior to receiving a written authorization which specifically invites him to enter on duty with the request that he complete and return it as soon as possible. If the Memorandum has not been received by the time the person enters on duty, the Processing Assistant will have the individual complete and sign one copy. The signed Memorandum will become part of the Official Personnel Folder.

4. Prior to transmitting the EOD letter, the Processing Assistant concerned will obtain a Travel Order from the sponsoring operating

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component which will include certification of the availability of funds and, under the Requesting Official section, the approval of the official authorized to sign personnel action requests for that component. The Travel Order will be identified by the operating office's symbol and allotment number. The authorizing line will be left blank for signature in the Staff Personnel Division, Office of Personnel. The regular payrolling of the individual concerned will determine whether claims are paid from vouchered or confidential funds. The employee's claim for reimbursement will be submitted by the employing office in the same manner as for other travel vouchers.

5. Determination regarding the refund of such payments if the appointee is separated within twelve months of appointment will be made by the Director of Personnel.

6. Payment of round-trip travel expenses of individuals who are disqualified for employment within 120 days of appointment is authorized in certain cases. Such cases will be processed by the Chief, Special Activities Staff and submitted to the Director of Personnel for approval. Such claims are paid from Office of Personnel funds and no action is required by the employing office.



Robert S. Wattles
Director of Personnel

OPM 28-69

Attachment

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MEMORANDUM OF UNDERSTANDING

Concerning Travel Expenses

I understand that upon my appointment as an employee I will be entitled to reimbursement for travel expenses for myself and my dependents and transportation of my household effects from _____ to Washington, D.C. subject to the following conditions:

1. Reimbursement will not exceed the maximum allowable under applicable laws and regulations.
2. If I voluntarily leave this employment within one year after entry on duty I may, at my employer's discretion, be required to refund reimbursement received.
3. If I declare a deduction on my income tax return for the actual moving expenses, I must include in my gross income the amount I receive as reimbursement for such moving expenses.

SIGNATURE

DATE